

~~SECRET~~  
Security Information

31 March 1952

25X1A8a

MEMORANDUM TO: Chief, [REDACTED]

SUBJECT: Emergency Leave

1. Reference is made to the discussion with Mr. [REDACTED] in your office on the problem of emergency leave for staff people in the field and the conditions under which it can be granted.

25X1A9a

2. Emergency leave as such may be granted by any officer who has normal leave authority over an employee. Leave itself may be granted in accordance with Agency regulations covering annual leave and leave without pay. However, employee costs in connection with such emergency leave are just that - employee costs. There is no way within present laws and Agency regulations by which the government can legally pay the travel costs incurred by an employee returning to the United States for personal reasons. This, of course, excepts home leave which is otherwise provided for in the regulations. The use of travel orders with the ostensible justification of operational reasons is improper and illegal and it is incumbent upon the Finance Division to refuse payment on such an order if there is any reason for them to believe that such official orders are in fact covering personal travel. There is within the law and regulations no method by which government funds may be advanced to an individual for such purposes beyond the amount of accrued salary.

3. The use of a welfare fund is probably the only solution to the problem but even this is but a loan device and does not constitute a method for the payment of the travel costs. Travel for emergency leave purposes, in other words, is classed with any travel for personal reasons. The fact that the leave is necessitated by unfortunate circumstances does not alter the legal situation regardless how sympathetic we may be to the employee's situation. Inasmuch as regulatory advice to the field is the responsibility of the operating offices, it is incumbent upon them to be sure that their station chiefs are aware of the fact that they cannot under any circumstance authorize government payment of travel for personal reasons.

25X1A9a

[REDACTED]  
Chief, General Support Unit  
Administrative Staff (Special)